

**City of Bethlehem & Bethlehem Area School District  
Business Privilege & Mercantile Tax Return**

**Due on or before**



**Location of Business:**

**Tax Period for reporting Volume of Business:**

**License Fee for Tax Period:**

**COMPUTATION OF VOLUME OF BUSINESS & AMOUNT DUE:**

		GROSS VOLUME OF BUSINESS	EXEMPTIONS *	TAX RATE	AMOUNT DUE
1.	SERVICE/RENTALS			.0015	
2.	RETAIL SALES			.0015	
3.	WHOLESALE SALES			.001	
4.	LICENSE FEE				25.00
5.	TOTAL AMOUNT DUE				
6.	LESS AMOUNT ALREADY PAID ON MUSIKFEST, CELTICFEST, CHRISTKINDLMARKT, or OTHER SPECIAL EVENTS (see back of form)				
7.	SUBTOTAL				
8.	Add penalty @ 10% of Line 7 after due date				
9.	Add penalty @ 1% per month after due date				
10.	TOTAL DUE WITH THIS RETURN (make checks payable to "City of Bethlehem")				

**\* LIST YOUR EXEMPTIONS HERE (see reverse for information regarding exemptions):**

**\* Please attach a copy of your Schedule C, 1120, 1120S or 1065 form to the Business Privilege and Mercantile Tax Return**

## **BUSINESS PRIVILEGE AND MERCANTILE TAX:**

The City of Bethlehem levies a Business Privilege and Mercantile Tax for general revenue purposes on the privilege of doing business within the City of Bethlehem.

The rate of tax of the whole or gross volume of business transacted shall be calculated as follows:

- On receipts attributable to the retail sales of merchandise the rate shall be one and one-half mills or one dollar and fifty cents (\$ 1.50) on every one thousand dollars (\$ 1,000.00) of gross volume of business.
- On receipts attributable to all other business, except wholesale sales, the rate shall be one and one-half mills or one dollar and fifty cents (\$ 1.50) on every one thousand (\$ 1,000.00) of gross volume of business.
- On receipts attributable to wholesale sales of merchandise the rate shall be one mill or one dollar (\$1.00) on every one thousand dollars (\$1,000.00) of gross volume of business.
- Please attach a copy of your Schedule C, 1120, 1120S or 1065 form to the Business Privilege and Mercantile Tax return.

**FOR EXAMPLE:      The tax on retail sales would be computed as follows:**

Gross Receipts = \$ 1,000.00	Tax = \$ 1.50
Gross Receipts = \$ 5,000.00	Tax = \$ 7.50
Gross Receipts = \$ 10,000.00	Tax = \$ 15.00
Gross Receipts = \$ 100,000.00	Tax = \$ 150.00

### **TAX PAID ON MUSIKFEST, CELTICFEST, CHRISTKINDLMARKT OR OTHER EVENTS:**

- If your business does not separate the gross receipts from festivals, fairs or "special events" from the gross receipts collected by your principal place of business within the City of Bethlehem, please use this section to claim credit for tax paid at the conclusion of the festivals, fairs or "special events" you have attended. **NOTE: These amounts will be checked and verified - Please be accurate when claiming credit for tax already paid.**
- Please itemize below any Business Privilege and Mercantile Tax from "special events" that you have already paid during the tax year for which you are filing this return (DO NOT INCLUDE LICENSE FEES):

Total Musikfest Business Privilege/Mercantile Tax paid	_____
Total Celticfest Business Privilege/Mercantile Tax paid	_____
Total Christkindlmarkt Business Privilege/Mercantile Tax paid	_____
Other Events – Business Privilege/Mercantile Tax paid	_____

TOTAL TO BE ENTERED ON LINE 6 ON FRONT OF RETURN \_\_\_\_\_

### **EXEMPTIONS FROM THE TAX and/or LICENSE REQUIREMENT:**

- Pennsylvania Sales Tax may be excluded from the computation of gross receipts.
- Organizations that meet the tests to qualify as a "purely public charity" are exempted from the tax. However, applications for a license must be filed with the tax office for business registration purposes. The application must be accompanied by the \$25.00 administrative fee. Copies of the five-part test to qualify as a "purely public charity" are available from the Tax Bureau.

**PLEASE NOTE:** Any business that is in default of payment of the tax due shall be refused a license until such tax is paid in full. Failure to make payment may also result in the initiation of collection procedures and criminal prosecution.

If you should have any questions regarding the Business Privilege/Mercantile Tax, Business Privilege License, Earned Income Tax, or Emergency and Municipal Services Tax please do not hesitate to contact the Tax Bureau. Our hours of operation are 8:00am through 4:30pm Monday – Friday. Telephone number (610) 865-7022.

If you desire an "Administrator's Ruling" on a specific issue regarding any of the aforementioned taxes please submit all of the facts in writing to:

Wm. Alexander Karras., Tax Administrator  
City of Bethlehem Tax Bureau  
10 East Church Street  
Bethlehem, PA 18018

or by fax (610) 865-7019

The City of Bethlehem Tax Bureau has a Disclosure Statement of the Bureau's and Taxpayer's Rights and Obligations during audits, appeals, refunds, complaints and enforcement. This disclosure statement is available upon request, free of charge.